

SHANLEY DINNER AUCTION DATA PROCESSING *and* **MAESTROWEB DATA ENTRY PRIMER**

Questions and Inquiries can be directed to:

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Shanley Dinner Auction

AUCTION ITEM DONATION PROCESSING

1. Bring each auction Item/certificate to the Auction Room at Sts. Anne & Joachim Church.
2. Attach green sheet (procurement form) (sample procurement form shown below) to the auction item/certificate.

Shanley Dinner Auction 2013			
Donor Information		<i>Please fill in with Ball Point Pen</i>	
Donor or Company Name (as to appear in the catalog):		Donor Phone #:	
Donor Contact Person (not listed in the catalog):		Donor FAX #:	
Donor Address (include City and Zip):		Donor Email:	
		Donor Website:	
Donor 2 or Company Name (as to appear in the catalog):		Donor 2 Phone#:	
Donor 2 Contact Person (not listed in the catalog):		Donor 2 FAX #:	
Donor 2 Address (include City and Zip):		Donor Email:	
		Donor Website:	
Solicitor:		Solicitor Phone #:	Team Name:
			Code/Category:
Donated Item Information		Catalog Deadline: 3/12/2013	
Tracking Number:	Catalog Item Name:		
Detailed Catalog Item Description: (Quantity, Size, Color, Restrictions, & other information to ensure proper understanding of the donated item;)		Item Value: (Fair Mkt Value)	Minimum Bid:
			Expiration Date:
		Storage Location:	
<input type="checkbox"/> Tangible Item - Display at Auction	<input type="checkbox"/> Delivery by Donor	<input type="checkbox"/> Pick Up by Solicitor	
<input type="checkbox"/> Tangible Item - Do Not Display	<input type="checkbox"/> Donor to Provide Gift Certificate	<input type="checkbox"/> Auction Committee Provide Certificate	
<input type="checkbox"/> Intangible Item	<input type="checkbox"/> Donor to Provide Promo Material	<input type="checkbox"/> Matching Funds	
Item Label			
Brief Item Name:		Donor's Name(s) as it should appear in the catalog:	
Donor Phone #:			
Tracking Number:	Catalog Number:	Code/Category:	Package With:
Please return forms to:		Blessed John Paul II Catholic Schools Network	
		5600 25th Street South Fargo, ND 58104	
Copy 1: Office		(701) 893-3200 Fax: (701) 893-3277	
2: Catalog/Database		Email: Lee.L.Hoedl@fdjp2.k12.nd.us	
3: Solicitor		Fed Tax ID 450403317	
4: Donor Receipt		Your donation may be tax deductible. Check with your tax advisor.	
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3. Place the auction item/certificate on or by the desk inside the door of the Auction Room.

4. Make sure the green sheet (procurement form) is **completely filled out** & attached to the auction item/certificate. If it is not, have the solicitor from which the green is originating fill out the remainder of the green sheet (procurement form) or contact them via phone/email so that all the information is complete.
5. Take a digital picture of the item, writing down the description of the item and the number of the digital picture that corresponds to that item.
6. Enter the information from the green sheet (procurement form) into Maestroweb (see p. 6)

Enter Tracking Number on green sheet (procurement form) in 3 places:

Left, upper corner

<i>Shanley Dinner Auction 2013</i>	
Donor Information <i>Please fill in with Ball Point Pen</i>	
Donor or Company Name (as to appear in the catalog):	Donor Phone #:
Donor Contact Person (not listed in the catalog):	Donor FAX #:
Donor Address (include City and Zip):	Donor Email:
	Donor Website:



Left, middle

		Invitation to the auction.	
Solicitor:	Solicitor Phone #:	Team Name:	Code/Category:
Donated Item Information		Catalog Deadline: 3/12/2013	
Tracking Number:	Catalog Item Name:		
<i>Detailed Catalog Item Description: (Quantity, Size, Color, Restrictions, & other information to ensure proper understanding of the donated item:)</i>		Item Value: (Fair Mkt Value)	Minimum Bid: Expiration Date:

Left, bottom

Item Label			
Brief Item Name:		Donor's Name(s) as it should appear in the catalog:	Donor Phone #:
Tracking Number:	Catalog Number:	Code/Category:	Package With:
Please return forms to:		Blessed John Paul II Catholic Schools Network	
Copy 1: Office		5600 25th Street South	
2: Catalog/Database		Fargo, ND 58104	
3: Solicitor		(701) 893-3200 Fax: (701) 893-3277	
4: Donor Receipt		Email: Lee.L.Hoedl@fdjp2.k12.nd.us	
		Fed Tax ID 450403317	
		Your donation may be tax deductible. Check with your tax advisor.	

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7. Remove bottom portion of green sheet (procurement form) – view just above:
 - a. Item-attach to item & put in storage area
 - b. Donor Certificate-put in Manilla envelope with Certificate
 - c. Write “TR#” on upper Left corner of Manilla envelope
 - d. File numerically in 1st file cabinet drawer
 - e. Auction Certificate-put bottom portion in “Auction Certificate” file
8. File top part of Green sheet (procurement form) in 3rd drawer of file cabinet, numerically by Tracking Numbers

WHEN ENTERING THE GREEN SHEET (PROCUREMENT FORM) INTO MAESTROWEB:

Use complete sentences.

Remove all exclamation marks from the item's description.

Do not use contractions (i.e. *won't* should be *will not*)

Use numbers, not words.

Dates entered should be formatted as follows: 04/27/12

If an item has an expiration for it:

- write “This package must be redeemed by (enter date 00/00/00)” as outline in Step 12.
- If there is no expiration date indicated, please add “Expires 04/26/14”

Sizes should be entered as follows: XS, S, M, L, XL, 3XL

Measurements should be entered as follows:

- 5'X7' (5 feet by 7 feet) (Capitalized X)
- 5”X7” (5 inches by 7 inches) (Capital X)

		Storage Location:
<input type="checkbox"/> Tangible Item - Display at Auction	<input type="checkbox"/> Delivery by Donor	<input type="checkbox"/> Pick Up by Solicitor
<input type="checkbox"/> Tangible Item - Do Not Display	<input type="checkbox"/> Donor to Provide Gift Certificate	<input type="checkbox"/> Auction Committee Provide Certificate
<input type="checkbox"/> Intangible Item	<input type="checkbox"/> Donor to Provide Promo Material	<input type="checkbox"/> Matching Funds

Storage locations are as follows:

Sts. A & J

File Cabinet

Lee's Office

Jo's Safe

Blank - We make certificate or don't have the item yet or will be delivered to Auction

Use the left margin for any special instructions

Tangible=items

Tangible Item-Do Not Display=Certificates

MAESTROWEB DATA ENTRY PRIMER

- 1. VISIT MAESTROWEB SITE FOR SHANLEY AUCTION:** Visit <http://fcsn.maestroweb.com> and sign in. Click on the “Sign In” tab on the red bar.
- 2. SIGN IN/GO TO ADMIN PAGE:** Once you are signed in, click anywhere on the top banner to take you to the administrative page (see below).
- 3. ADD, EDIT, DELETE:** If you are doing data entry, then click on the link “Add, Edit and Delete Items.”

The screenshot shows the administrative interface for the 28th Annual Shanley Dinner Auction. At the top left is the logo for JP II Catholic Schools, featuring a profile of a man with a cross. To the right of the logo, the text reads "28th Annual Shanley Dinner Auction" in a cursive font, followed by "April 28, 2012" and "Sponsored by the Blessed John Paul II Catholic Schools Network".

A red navigation bar at the top contains the following links: Home, Sign Out, Items, People, Reports. Below this bar, the page is divided into several sections:


- Left Sidebar:** Contains links for "What's New?", "Interactive Help", "Basic FAQ", "Plus FAQ", "Premier FAQ", "Training Videos", "What is Plus?", and "What is Premier?".
- Primary Edit Tools:** Includes links for "Add, Edit and Delete Items", "Add, Edit and Delete People", "Edit User Lists:" (with a dropdown menu), "Edit Wine Lists:" (with a dropdown menu), and "Global Updates:" (with a dropdown menu).
- Event Preparation:** Includes links for "View and Update Event Registrations", "View and Update Guest Tickets", "View and Update Event Sponsorships", "View and Update Cash Donations", "View and Update Merchandise Purchases", and "View and Update Table Sponsorships".
- Custom Views:** Includes links for "Sort and Display All Items" and "Display Items By Donor".
- Additional Administrative Tools:** Includes "Configuration Tools:" (with a dropdown menu) and "Site Customization:" (with a dropdown menu).

4. ITEM SEARCH: You will notice the other menu items on the red bar. You will want to see if a similar item from last year's auction is already sitting in the database and at a "TG" (To Get) status. Click on the "Items" link on the red bar and you should be taken to a page that looks like the one below.

You will notice various columns. You will notice that the ID is listed in order – this is simply based on when the item was entered into the database. The AUC tags are all "TG" – they are auction items that have not been procured or made active (they are "To Get" items). The tag under the Catalog listing is "False" as they have not yet been tagged to be shown in the online catalog. "Modified" is when the auction item was last updated or changed. *Edit* is the column that you will click on "Details" to see a particular auction item and its specific information.

By clicking on a column header (i.e. Item Name), it will alphabetize the list so you can find an item easier. You also have the ability to do a "Search by ID, Catalog Number, Item Name or Category" (just below the red bar on the right).

For the sake of training, we will search for the Costa Rica Beach House offered the previous year.



28th Annual Shanley Dinner Auction
April 28, 2012
 Sponsored by the Blessed John Paul II Catholic Schools Network

Home Sign Out **Items** People Reports

Add New Item Delete All 'TG' Items Search By ID, Catalog Number, Item Name or Category

ID	Auc	Num	Item Name	Value	Category	Catalog	Modified	Edit
2	TG		Dinner with Bishop Aquila	Priceless	Dinners	False	2/8/2012 8:20:00 AM	Details
3	TG		Deacon Ladies Fleece Vest	\$30	Clothing	False		Details
4	TG		Deacons Men's Polo Shirt	\$40	Clothing	False		Details
5	TG		Deacon Youth Hooded Sweatshirt	\$35	Clothing	False		Details
7	TG		Sioux Logo Artwork	\$100	Sports Memorabilia	False		Details
8	TG		Aveda Products and Certificate Basket	\$250	Beauty	False		Details
9	TG		Holy Spirit Fall Concert Seating	Priceless	Unique Items	False		Details
10	TG		Jake of All Trades Certificate	\$40	Service	False		Details
11	TG		Jake of All Trades Certificate	\$40	Service	False		Details
12	TG		Holy Spirit Spring Concert Seating	Priceless	Unique Items	False		Details
13	TG		Valley Photography Package	\$600	Service	False		Details
14	TG		Riverdance Tickets	\$226	Entertainment	False		Details
15	TG		Shanley VIP (Very In-front Parking)	Priceless	Unique Items	False		Details
16	TG		Shanley Athletic Season Tickets	\$140	Sports	False		Details
17	TG		Shanley Graduation Seats	Priceless	Unique Experience	False		Details
18	TG		Sullivan Middle School Five Non-Uniform Days	Priceless	Unique Items	False		Details
19	TG		Shanley High School 5 Non-Uniform Days	Priceless	Unique Items	False		Details
20	TG		Nativity Spring Musical Front Row Seating	Priceless	Entertainment	False		Details
21	TG		Nativity Fall Musical Front Row Seating	Priceless	Entertainment	False		Details
22	TG		Coach's Auto Shine Certificate	\$100	Automotive	False		Details
24	TG		Shanley Scramble Registration	\$950	Golf	False		Details
25	TG		Green Mill Gift Certificates	\$40	Restaurant	False		Details
30	TG		Taylor Made Photo Session	\$350	Service	False		Details
31	TG		Humidor & Cigars	\$175	Leisure	False		Details

Notice there is a field next to the "Search by ID, Catalog Number, Item Name or Category" button. In that field you can type in a key word or phrase of the auction item to locate that particular item.

ADD AN ITEM: If you cannot locate the item, you can go ahead and create a new entry by clicking on the link listed just under the red bar on the far left.

When you do a search, you will either locate or not locate the item. In this case, this item is found.

Click on “Details” in the Edit column on the right to view the entire details of a particular auction item. In this case, you will see information regarding this particular auction item.

Home **Sign Out** **Items** **People** **Reports**

Add New Item Delete All 'TG' Items Search By ID, Catalog Number, Item Name or Category costa

ID	Auc	Num	Item Name	Value	Category	Catalog	Modified	Edit
103	L		Casa Cristal Beach House Costa Rica	Priceless	Travel	True	2/14/2012 10:27:00 AM	Details

<< Prev Next >>

You will be taken to the page that shows all the details regarding an auction item.

Under the red bar, on the left, you will see several links: First, Previous, Next, Last, and Add A Person. Just above these links, you will see a bar that allows you to locate another item in the database to update and revise.

But for now, let's assume you are going to update/revise an auction item from last year that is in a “TG” (To Get) status.

If an auction item already exists, you will see the ID number for this particular auction item on the left. This is the number that is automatically assigned to an auction item when it is entered into the database. If you are revising/updating an auction item, the ID will remain the same from last year.

Home			
Select Another Item: <input type="text" value="A"/>			
First Previous Next Last Add New Person			
ID: 103	<input type="button" value="Edit Item"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Add Wine"/>	Catalog: <input checked="" type="checkbox"/>	Donated: 2/14/2012
Item Name:	Casa Cristal Beach House Costa Rica	Auction: L	Item Num:
Description:	The Casa Cristal is a true masterpiece of modern architecture. It is located on a bluff with panoramic views of Manuel Antonio National Park and the Pacific Ocean, offering luxurious ocean breezes and lofty views within a short walk to world famous beaches. Up to six people will spend seven days and six nights (February 16 through February 23, 2013) in the Casa Cristal beach house. The home features a master suite with walk-in closet		
Restrictions:		Expiration: 2/25/2013	
Certificate:	<input type="checkbox"/> Donor <input type="checkbox"/> Delivery <input checked="" type="checkbox"/> Auction <input type="checkbox"/> Tangible Display	Promo: <input type="checkbox"/>	Item Delivered: <input type="checkbox"/>
Value: \$10,000	Item Cost:	Value Text: <input checked="" type="checkbox"/> Priceless	Taxable: <input type="checkbox"/>
Minimum Bid: \$2,000	Minimum Raise:	Guaranteed Bid:	Tax Rate:

5. **BEGIN EDITING AN ITEM:** In order to update/revise an auction item, click on the “Edit Item” next to the ID number.

Home Sign Out Items People Reports			
Select Another Item: <input type="text" value="A"/> <input type="button" value="Add New Item"/>			
First Previous Next Last Add New Person			
ID: 103	<input type="button" value="Check Spelling"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/>	Catalog: <input checked="" type="checkbox"/>	Donated: 2/14/2012
Item Name:	<input type="text" value="Casa Cristal Beach House Costa Rica"/>	Auction: L <input type="button" value="L"/>	Item Num: <input type="text"/>
Description:	<input type="text" value="The Casa Cristal is a true masterpiece of modern architecture. It is located on a bluff with panoramic views of Manuel Antonio National Park and the Pacific Ocean, offering luxurious ocean breezes and lofty views within a short walk to world famous beaches. Up to six people will spend seven days and six nights (February 16 through February 23, 2013) in the Casa Cristal beach house. The home features a master suite with walk-in closet"/>		
Restrictions:	<input type="text"/>	Expiration: <input type="text" value="2/25/2013"/>	
Certificate:	<input type="checkbox"/> Donor <input type="checkbox"/> Delivery <input checked="" type="checkbox"/> Auction <input type="checkbox"/> Tangible Display	Promo: <input type="checkbox"/>	Item Delivered: <input type="checkbox"/>
Value: <input type="text" value="10000"/>	Item Cost: <input type="text"/>	Value Text: <input checked="" type="checkbox"/> Priceless <input type="button" value="Priceless"/>	Taxable: <input type="checkbox"/>
Minimum Bid: <input type="text" value="2000"/>	Minimum Raise: <input type="text"/>	Guaranteed Bid: <input type="text"/>	Tax Rate: <input type="text"/>
Category:	<input type="text" value="Travel"/>	Package:	
Web Link:	<input type="text"/>	Image:	<input type="text" value="CostaRica1.JPG"/>
Donor(s):	<input type="text" value="Mike & Karen Hofer"/> Edit Delete	View Catalog Entry	
Solicitor:	<input type="text" value="Hofer, Karen (Spouse)"/>	Certificate Contact:	<input type="text"/>

You will see the several zones within this page:

ID – This is the number that is automatically assigned to an auction item when it is entered into the database. If you are revising/updating an auction item, the ID will remain the same from last year.

6. UPDATING AN AUCTION ITEM: CHECK SPELLING, UPDATE, CANCEL Field – Two of these buttons are self-explanatory. The “Update” button is what is pushed when you’ve revised/updated an auction item.

7. SHOWING AUCTION ITEM IN THE CATALOG: CATALOG Field – This is the box you will check if you want the item to shown online.

DONATED – The date that will show is when the auction item goes “live” in the system.

8. NAME OF THE AUCTION ITEM: ITEM NAME Field – Update the auction name if it is warranted.

9. AUCTION CODE: AUCTION Field – Select the code in which the auction item should be designated. The following codes are utilized for the various categories of the Shanley Dinner Auction:

AH	Arts and Handcrafts
ES	Entertainment and Sports
FA	Fashion
FB	Food and Beverage
FM	Family
HB	Health and Beauty
HO	Home
JP	JP II/Shanley Showcase
OA	Electronics, Office and Auto
OL	Outdoor Living
PA	Parties
TR	Travel
DS	Deacon Select (not used at this point of data entry)
L	Live Auction (not used at this point of data entry)
R	Raffle (not used at this point of data entry)

10 AUCTION DESCRIPTION: DESCRIPTION Field – This is the description that will be displayed both online and in the printed catalog. Be sure to use the “Check Spelling” button. Be sure to follow the instructions outlined on p. 4, *WHEN ENTERING THE GREEN SHEET (PROCUREMENT FORM) INTO MAESTROWEB.*

11 ENTERING RESTRICTIONS: RESTRICTIONS Field – This area is used if there are conditions pertaining to this auction item. Any restrictions should be printed in the Description field (#10 above), after the overall auction item description.

12 ENTERING EXPIRATION DATE: EXPIRATION Field – The expiration date, if not specified by the donor, is one year from the date of the present auction. If an expiration date is specified, add the information – in a complete sentence – to the Description Field (#10 above). Use the sentence: “This package must be redeemed by (enter date 00/00/00).”

13 ENTERING CERTIFICATE INFORMATION: CERTIFICATE Field – You will notice four designations in this field: Donor, Delivery, Auction, Tangible Display. Click the particular designation based on the following:

Donor – Click here if the donor is supplying a certificate for the auction.

Delivery – Click here if the donor will be delivering the auction item after the auction.

Auction – Click here if the Auction Committee needs to create the certificate.

Tangible Display – Click here if the donor has a “tangible display” that will take the place of the certificate on the night of the auction.

14 ENTERING WHEN ITEM IS SECURED: ITEM DELIVERED Field – Click if the Auction is in possession of the auction item.

15 ENTERING THE FAIR MARKET VALUE: VALUE Field – Fair market value of the auction item.

MINIMUM BID Field – The program will automatically set the value of each auction item at 25% of Fair Market Value. You should not need to enter anything – the system will do it automatically.

16 ENTERING THE AUCTION ITEM CATEGORY: CATEGORY Field – This is a dropdown menu from which you can select and should match the Procurement Form designation. The Shanley Dinner Auction uses the following categories, which should match the Auction Type (middle of p. 10):

Arts and Handcrafts

Entertainment and Sports

Fashion

Food and Beverage

Family

Health and Beauty

Home

JP II/Shanley Showcase

Electronics, Office and Auto

Outdoor Living

Parties

Travel
Wall of Wine

17 ENTERING THE COMPANY WEB LINK: WEB LINK Field – Enter a web link if there is one listed on the Procurement Form, if a company would like to promote their business. Do not include emails in this field.

IMAGE Field – Disregard this item – this will be added administratively by the Auction Director.

18 UPDATING DONOR INFORMATION: DONOR Field – Click on the Donor link name and it will take you to the “person screen” of the donor. Double check to make sure all the donor information is updated and accurate. In order to update the donor information, click on “Edit Person.” Be sure to click the UPDATE button at the top of the screen to save any updates you’ve made to the donor.

18 UPDATING SOLICITOR INFORMATION: SOLICITOR Field – Update the Solicitor using the dropdown menu in this field.

19 UPDATING CERTIFICATE CONTACT INFORMATION: CERTIFICATE CONTACT Field – Enter information as to the person, phone number, email that will be used to contact regarding the specific auction certificate.

Finally, at the bottom of the screen page, you will notice three User Text boxes:

20 ENTERING ADDITIONAL AUCTION ITEM TEXT INFORMATION:

User Text 1: This field is used to store extra information (i.e. contact information with regards to the donation and special instructions that will only print to the certificate and not the catalog).

User Text 2: This field is used to store images for the auction item – do not use it to store information. This field interacts with IMAGE listed above.

User Text 3: This field is also used to store additional auction item information.

Solicitor:	Hofer, Karen (Spouse) ▾	Certificate Contact:	
User Text 1:	Contact Mike Hofer Jr. at mphofer@imaging	User Text 2:	CostaRica2.JPG,CostaRica2.JPG,CostaR
User Text 3:		Storage:	▾
Modified By:	Lee & Dr. Diann Hoedl	Modify Date:	2/14/2012 10:27:00 AM

MODIFIED BY – This identifies who updated or created this auction item entry.

MODIFY DATE – The date the auction item was last modified and updated.

21 UPDATING/SAVING: When you've added any revised information or new information (for new auction items), go back to the top of the page and just below the red bar, click on the "Update" button.

You can always go back to any auction item at any time and make changes following the procedures listed above. If you find that you've made a mistake that you can't correct, contact the Solicitation Chairs, Lori Erie or Shar Vetter, or Auction Director, Lee Hoedl.